



POSITION DESCRIPTION

POSITION: Production Scheduler

DATE: June 2015

STATUS: Exempt/Professional

REPORTS TO: Plant Manager

REPORTS: none

SALARY GRADE: 2

DEPARTMENT: Production / Operations

POSITION SUMMARY:

The Production Scheduler will manage the day-to-day planning and scheduling to effectively support manufacturing in achieving established goals and objectives in on time delivery.

RESPONSIBILITIES: (additional duties as assigned)

- Plans and establishes production schedules according to material, employees, and equipment availability
- Maintains a daily production schedule according to Sales forecasts and demands
- Coordinates customer ship dates with Customer Service
- Monitors material inventories, tracks progress of production and reviews factors that affect schedules
- Effectively collaborates and interfaces customer service to schedule and coordinates flow of work within or between manufacturing departments based on customer orders
- Maintains a workflow that provides the highest productivity levels. Keep schedule changes to a minimum
- Actively participates in company-sponsored training and improvement programs
- Provide SME (subject matter expert) support for the ERP system in Scheduling
- Completes other duties and special projects as assigned
- Serves as backup supervisor as needed

EDUCATION, EXPERIENCE AND/OR SKILLS REQUIRED:

- 2-4 years' experience in planning or scheduling role
- Bachelors degree in Supply Chain Operations preferred
- Experience in a chemical processing or food processing environment
- Ability to handle multiple projects and meet required deadlines

- Good communication skills – both verbal and written
- Proficient user of MS Office products (Word, Excel, Outlook)
- Experience with ERP system and some database knowledge required
- APICS certification preferred

COMPLEXITY:

Work is performed with some supervision and has some latitude in determining work objectives and goals. Erroneous decisions and/or failure to get results may cause serious delays or substantially increase costs; may cause poor employee or customer relationships.

PHYSICAL / MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly sits throughout the day
- Regularly utilizes depth perception, peripheral vision and close focus
- Regularly operates a computer, computer accessories, office and phone equipment
- Occasionally required to lift 25 pounds unassisted
- Regularly stands and moves throughout production floor
- Occasionally climbs, stoops, kneels, reaches and carries

WORKING CONDITIONS:

Production floor, office environment

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This job description is not intended to be an expressed or implied contract. All employment with Gaco Western is “at will” and may be terminated by either the employee or Gaco Western at any time with or without cause.